

RULES OF PROCEDURE
CITY OF EVERETT HISTORICAL COMMISSION

ADOPTED: May 24, 2022

As of the effective dates noted above, the Everett Historical Commission, an official part of the Everett City Government, created on May 27, 1987, governed by EMC 2.96 which was adopted December 8, 2021, is operating under the following rules of procedure.

1. Name

The official name is the “Everett Historical Commission”.

2. Purpose

- a. The primary responsibility of the Everett historical commission is to identify and actively encourage the conservation of the city’s historic resources by initiating and maintaining a register of historic places and reviewing proposed changes to register properties; to raise community awareness of the city’s history and historic resources; and to serve as the city’s primary resource in matters of history and preservation. (EMC 2.96.040)
- b. As a Certified Local Government (CLG)¹, the City of Everett is required to maintain a historic preservation commission. Additional responsibilities of the commission include surveying local historic properties, enforcing state or local preservation laws, reviewing National Register Nominations, and providing for public participation in historic preservation activities, as governed by the State of Washington Department of Archaeology and Historic Preservation.

3. Membership

The membership shall be comprised as outlined in EMC 2.96.020. The historical commission shall consist of nine voting members. Additionally, two individuals may be appointed to serve in the capacity of alternates.

4. Officers – Election and Duties

- a. The Historical Commission shall have two officers, a Chair and Vice Chair, to be elected from the members of the Commission.
- b. The election of officers shall take place annually in the month of January. The term of office shall run until the subsequent election.

- c. In the event of vacancy of any officer position during the term of office, the Historical Commission shall elect a successor from its membership.
- d. Duties of the Chair shall include the following:
 - 1) Preside over meetings, with the exercise of all powers usually incident to the office of Chair, retaining the right to have a vote recorded in all deliberations of the Historical Commission.
 - 2) Appoint adhoc committee(s), as needed.
 - 3) Select a member to chair any meeting the Chair and Vice Chair cannot attend.
- e. Duty of the Vice Chair is to serve as Chair in the event the Chair is unable to do so.

5. Meetings

- a. All in person meetings shall be at the Everett Municipal Building, unless otherwise directed by the Historical Commission Chair.
- b. Regular meetings shall be held on the fourth Tuesday of the month. Regular meetings will begin at 6:30 p.m. If no meeting is needed, the Chair may cancel the meeting.
- c. All meetings, whether virtual or in-person, shall be open to the public and comply with provisions of the State Open Public Meetings Act (RCW 42.30) ².
- d. When a regular meeting day falls on a holiday, the Historical Commission will convene on a day to be called by the Chair.
- e. Special meetings may be called by the Chair.
- f. Except as modified by these rules of procedure, the latest edition of Robert's Rules of Order shall govern the conduct of the meetings.

6. Quorum – Votes – Action

- a. A majority of the current appointed and confirmed members of the Commission shall constitute a quorum for the transaction of business.
- b. Action shall be determined by a simple majority vote of the members present.
- c. Commissioners can vote yes, no, or abstain. A roll call vote may be recorded upon request by any member of the Historical Commission.

- d. Commissioners are expected to comply with Ethics in Public Service, as outlined in the Board and Commission Handbook³. Commissioners are expected to disclose and recuse themselves from the proceedings when there is an appearance of, potential, or present conflict of interest.
- e. At meetings where the commission votes on a matter, and where one regular member is absent and both alternates are present, the voting alternate shall be the one with the longest duration since their last vote on a commission recommendation as the sole voting alternate, as determined by the Chair prior to voting business.

7. Staff

- a. The Everett Historical Commission shall utilize the services of the Planning Department and any other city departments as necessary.
- b. The Planning Director or his/her designee, shall conduct official correspondence and provide the chairperson with a copy of such in a timely way, assist in organizing the Commission, organize and supervise the Commission staff, and the clerical and technical work of the Commission to the extent required to administer EMC 2.96.
- c. The Planning Director or his/her designee shall keep summaries of proceedings, showing the action of the Commission upon each question, and shall keep records of all official actions taken by the Commission, all of which shall be filed in the Planning Department and shall be public records.

8. Agenda

- a. An agenda for each regular meeting shall be prepared by the staff in consultation with the Chair.
- b. The agenda and any accompanying materials shall be mailed to the Historical Commission members one week in advance of the scheduled meeting.
- c. The agenda shall consist at least of the following order of business:
 - 1) Call to order
 - (a) Attendance and designation of voting alternate, as required
 - (b) Acceptance of Agenda
 - (c) Citizen comments for items not on agenda
 - (d) Approval of meeting summaries from previous meeting(s)
 - 2) Work Session and/or Public Hearing topics
 - 3) Work plan updates (if applicable)

- 4) Next meeting(s) – date(s) and subject(s)
- 5) Staff and Commissioner comments
- 6) Adjournment

9. Certificate of Appropriateness Procedure

- a. The procedure followed shall be consistent with EMC 2.96.
- b. The Historical Commission hereby adopts the Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings (36 CFR 67) for use in reviewing and making decisions on Certificate of Appropriateness applications.

10. Amendments

The Rules of Procedure may be amended by the following procedure.

- a. Proposed changes presented at a regular scheduled meeting.
- b. A second regular or called meeting at which a vote would be taken.
- c. At least three-quarters of the Historical Commission must be present to vote to change the rules of procedure at the second meeting.

Rules of Procedure originally adopted on September 9, 1987.

Amended on May 24, 2022.

References

¹ [Certified Local Government Program | Washington State Department of Archaeology & Historic Preservation \(DAHP\)](#)

² <https://wacities.org/data-resources/open-public-meetings-act-elearning>

³ [Board-and-Commission-Handbook \(everettwa.gov\)](#)